

## How to view your Itinerary when your GDS is SABRE

Once you receive the “CTO Booked” email from DTS, follow these steps to view your travel itinerary from the Virtually There® website.

1. Go to [www.virtuallythere.com](http://www.virtuallythere.com).
2. Enter your "DTS Authorization Confirmation Number" in the "Reservation code" field. See instructions on how to obtain your DTS Authorization Confirmation Number below.
3. Enter your “last name” in the “Passenger last name” field.
4. Click “View Itinerary”.

5. You will be required to enter your email address. Note that you may **only** access your itinerary on the Virtually There® website if you have a valid email address in your DTS profile. You must enter the email address found in your DTS Profile, if you are unsure of your email address, go into your document under Additional Options. Your email address can be found in the address information.
6. Click “Submit”.

7. Your Travel Information will populate.
8. You may email or print your itinerary.
9. Once the reservation has been ticketed by your CTO you can print your electronic ticket receipt.

**CARLSON WAGONLIT TRAVEL**  
PHONE: 703-799-5680  
THANK YOU FOR CHOOSING CARLSON WAGONLIT TRAVEL

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**Language:**  
English

**Time displayed in:**  
12 Hour (6:00pm)

[View in date order](#)  
[eTicket receipt](#)  
[eInvoice](#)

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[Download to handheld](#)  
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**Itinerary**  
**ACE FIELDS**  
**Reservation code: GMLCUO**

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**Comments:**  
WEBSITE AT WWW.CWGOVERNMENT  
R SERVICE EXCELLENCE SURVEY.  
YOUR AIRFARE ON 31AUG AT 1245 IS 892.82

**FLIGHTS** [Notify me of flight changes](#)

**Thu, Sep 9: AMERICA WEST AIRLINES, HP 0854**

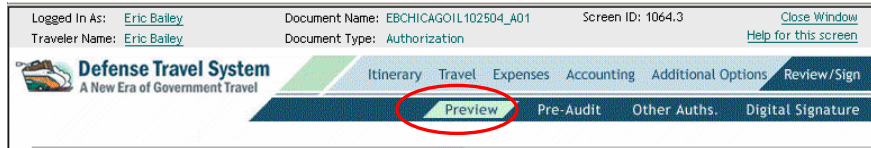
|   |  |
|---|--|
| <b>From:</b> WASHINGTON DULLES, DC (IAD) <a href="#">map</a><br><b>To:</b> PHOENIX, AZ (PHX) <a href="#">map</a><br><b>Arrival Terminal:</b> TERMINAL 4<br><b>Class:</b> Economy<br><b>Status:</b> Confirmed<br><b>Meal:</b> Food for Purchase<br><b>Aircraft:</b> AIRBUS JET<br><b>Flight Time:</b> 4 hours and 51 minutes | <b>Departs:</b> 7:30am<br><b>Gate:</b> <a href="#">Check for latest information</a><br><b>Arrives:</b> 9:21am<br><b>Seat:</b> 20C<br><b>Confirmation:</b> VIMUMP<br><b>Smoking:</b> No<br><b>Mileage:</b> 1964 |
|---|--|

**Verify flight times prior to departure**

## Obtain Confirmation Number from DTS

1. Your DTS Authorization Confirmation Number can be found on the trip “Preview” screen under Air Travel: Confirmation.

2.



3. SABRE Confirmation Numbers also referred to as “PNR Locators” are made up of six letters.

|  |  |   |
|--|--|---|
| Itinerary:<br><a href="#">View</a>         | Leave From: RES: SPRINGFIELD, VA<br>TDY/TAD Location: SEOUL,KOR<br>Arrive: 25-Sep-04<br>Leave: 26-Sep-04   |   |
| <b>Air Travel:</b><br><a href="#">View</a> | Carrier: Delta Air Lines Inc. (DL)<br>Flight: 5101<br>Fare: \$1,760.80<br>Airport Passenger facility charge included in ticket price.<br>Facility Charge: \$13.50<br>Depart: DCA-Washington, Dc (Usa) (National Apt)<br>25-Sep-04 9:35AM<br>Arrive: ATL-Atlanta, Ga (Usa) (Hartsfield Int'L)<br>25-Sep-04 11:21AM<br>Method of Reimbursement: GOVCC<br>Confirmation: <b>FJYGRS</b><br>Ticket: <b>FJYGRS-CP</b> | <b>Comments to the Travel Agent:</b><br>SEAT PREFERENCE: 4B |
| Air Travel:                                | Carrier: Delta Air Lines Inc. (DL)<br>Flight: 7850<br>Depart: ATL-Atlanta, Ga (Usa) (Hartsfield Int'L)<br>25-Sep-04 1:00PM<br>Arrive: ICN-Seoul, Rep. Of Korea<br>26-Sep-04 4:55PM<br>Method of Reimbursement: GOVCC<br>Ticket: FJYGRS-CP  |   |